

SCHOHARIE COUNTY CLASSIFICATION SPECIFICATION

Class Title: **SECRETARY TO DISTRICT ATTORNEY**

Jurisdictional Class: **Exempt**

Date Adopted: **Unknown**

Date Revised:

Jurisdictions: **County**

Union Status: **Exempt**

Pay Grade:

DISTINGUISHING FEATURES OF THE CLASS: This position involves responsibility for performing administrative and supervisory duties related to the providing of required services and activities in the County Clerk's office. A Deputy Clerk is authorized to act generally for and in place of the County Clerk and oversees the delivery of services and proper processing of official documents and papers. A Deputy Clerk is also responsible for administering the daily operations of the Clerk's office, including the Motor Vehicle Department and the Records Management Office. Administrative direction is received from the County Clerk with wide leeway allowed for the exercise of independent judgment in planning and executing assignments. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Serves as Secretary to the District Attorney;

Relieves the District Attorney of office detail by scheduling appointments, screening calls and visitors and referring them to the proper persons;

Schedules, tracks and maintains calendars for the District Attorney;

Drafts and types legal documents and correspondence;

Receives, sorts and distributes mail;

Performs general office management including budgetary and personnel (i.e. reports, requisitions, record keeping, etc...;)

Arranges conferences and meetings;

Obtains information and documentation for use in reports, legal documents, etc.;

Contacts defendants, witnesses, victims, attorneys, courts and police agencies as required;

Prepares and maintains a variety of records and reports;

Prepares and maintains a variety of files;

Performs legal research;

Composes and types routine correspondence, applying knowledge of Departmental operations and regulations;

Assists in the preparation of the annual operating budget of the Department;

Operates various office equipment such as computers, typewriters, calculators, copiers, fax machines, etc.;

Attends meetings and hearings;

May take minutes of meetings utilizing longhand, shorthand, speedwriting, or transcription of tapes via Dictaphone.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of office terminology, procedures and equipment; thorough knowledge of English and business arithmetic; good knowledge of laws, ordinances, rules and regulations that apply to position; ability to handle routine office details independently, including the composition of reports, letters, etc; ability to maintain confidentiality; ability to manipulate an alpha-numeric keyboard and type accurately at an acceptable rate of speed; ability to learn software programs required by the duties of the position;

Last Reviewed: n/a

Last Updated: n/a

Reviewed By: n/a

Last Reallocated: n/a

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ability to understand and follow oral and written directions; ability to establish and maintain good working relationships with other employees and the general public; clerical aptitude; accuracy; initiative; resourcefulness; tact and courtesy.

MINIMUM QUALIFICATIONS: Appointed on the basis of secretarial and administrative experience and other such qualifications as the District Attorney may determine appropriate.

Last Reviewed: n/a
Last Updated: n/a
Reviewed By: n/a
Last Reallocated: n/a